

STATE OF NORTH CAROLINA

Approved Classification: _____

OFFICE OF STATE PERSONNEL

Effective Date: _____

Analyst: _____

POSITION DESCRIPTION FORM (PD-102R-92)

(This Space for Personnel Dept. Use Only)

1. Present Classification Title of Position Transportation Technician IV	7. Pres. 15 Digit Position No. 4250-0305-0203-344	Prop. 15 Digit Pos. No. 4250-0305-0203-344
2. Usual Working Title of Position Project Coordinator	8. Department, University, Commission, or Agency Transportation	
3. Requested Classification of Position Transportation Engineer I	9. Institution & Division Highways	
4. Name of Immediate Supervisor	10. Section and Unit Location & Surveys	
5. Supervisor's Position Title & Position Number Transportation Engineering Supervisor I 00952	11. Street Address, City and County 1020 Birch Ridge Rd., Raleigh, NC	
6. Name of Employee	12. Location of Workplace, Bldg. And Room No. Century Center, Bldg. B	

I. A. Primary Purpose of Organizational Unit:

The primary purpose of Location & Surveys is to serve as support services in providing engineering analysis, mapping and other data for the design of transportation facilities and the acquisition of property for the construction of transportation facilities.

B. Primary Purpose of Position:

The primary purpose of this position is to provide support services to the Unit's field offices and the central office staff. This is done by tracking and interpreting data, and assisting in coordinating project schedules between the Unit and other Units, Branches, Divisions, etc., within NCDOT. This position assists in the review of requests coming into the Unit for field surveys (other than Condemnations and others of a litigious nature), ensuring that requests have not already been answered, that requests are complete with all necessary additional information, and that requests are reasonable and feasible (concern is with cost of reproducing work or performing unnecessary work for the Unit). This position tracks projects to ensure timely completion of projects, informs supervisory personnel of potential schedule start and delivery problems, and provides information to others for recommendations in scheduling other groups to enable completion of projects so as to not cause delay in project delivery. This position transmits non-CADD project to the correct receiving Unit or agency, and all others that may need completed survey data. This position performs the final checks on all project data, both written and graphic, going out of the Unit for transmittal to others, to ensure correctness of format, thoroughness and completeness of data, and completion of projects as requested. This position also performs special tasks as requested by upper level Unit management, usually (but not limited to) the preparation of letters and/or technical reports for use by the Unit or others.

C. Work Schedule:

8:00 AM to 5:00 PM, or some variation thereof, Monday through Friday, for a total of 40 hours per work week. Extended work days may be required due to preparation of special reports on short notice.

D. Change in Responsibilities or Organizational Relationship:

This is a reclassification of a different position. The duties of this position will change to reflect a new area of responsibility.

II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES: Method Used (Check One) Order of importance____
Sequential order_____

Place an asterisk (*) next to each essential function. (See instructions for complete explanation.) Please note percentage of time for each function.

No. %

- | | | |
|---|----|---|
| 1 | 20 | <p>Project Review - Assists in initial review of project requests coming into the Unit from other areas. This includes reviewing preliminary planning documents to ensure that the needs of the project have been conveyed, to determine if there are any special or critical concerns on the project, and to ensure that critical data already collected has been passed to requesting agent. This includes verifying date of public hearings or ensuring that Location & Surveys has approval from the State Highway Engineer - Design to be on a project prior to public involvement. Initial review includes reviewing requests for thoroughness and engineering applicability, for special problems in collecting data, for concerns in what is requested and why. In reviewing requests for information, this position may often determine that requested data has already been gathered or is not needed. Initial review includes gathering data from other sources that may be required or beneficial in the completion of survey requests, but may be difficult for field office personnel to gather. This also includes review of requests to ensure that requested data is necessary, has not already been obtained in some form or fashion through previous efforts, and can be located and provided to the requesting agent in a timely manner.</p> |
| 2 | 20 | <p>Scheduling - Assists in scheduling of projects with other Units, Branches, and Divisions, to ensure that project deadlines are met. This includes meeting with requesting Units on an annual basis to set preliminary schedules for the following year, coordinating with Photogrammetry Unit to ensure that early aspects of project development are phased and planned properly, and coordinating through Location & Survey management to ensure that sufficient manpower will be available throughout the year, either through in-house or contracted services, to satisfy the project demands of the Unit. This includes contacting other sources of requests not traditionally included in annual scheduling meetings, for any anticipated needs during the coming year. This includes constant communication with requesting agents and others for review of schedules to allow for shifts in priorities, additional and unscheduled work, and revisions in preliminary project schedules due to delays or changes in scope.</p> |
| 3 | 20 | <p>Tracking Projects - Tracks projects and reviews project data, to ensure timely and thorough completion of projects prior to transmittal from Unit. This includes checking data for thoroughness and proper format, completeness and thoroughness of surveys to meet the needs of the requesting agent as expressed, providing a final quality control check for the Unit. This also includes contact with Location & Surveys field offices and PEF group to track progress of projects, to keep Location & Surveys upper management aware of possible problems and the need to reallocate personnel resources to complete tasks and projects in a timely manner.</p> |
| 4 | 20 | <p>Data Transmittal - This includes checking non-CADD data for thoroughness and proper format, completeness and thoroughness of surveys to meet the needs of the requesting agent as expressed, providing a final quality control check for the Unit. Serves as part of team providing support to Unit and other Units, Branches, etc., in data interpretation and other information regarding what was gathered, how, and why.</p> |
| 5 | 15 | <p>Unit Support/Training - Investigating and gathering background data for procedural changes, and writing support documentation for procedures established by the Unit.</p> |
| 6 | 5 | <p>Special Projects/Other -Special tasks as requested by Location & Surveys management or others, including but not limited to technical reports, charts, etc., tracking productivity, work loads, and manpower needs.</p> |

II. B. OTHER POSITION CHARACTERISTICS: (con't)

1. Accuracy Required in Work:

Scheduling must be accurate to reflect manpower needs and coordination with other Units in tasks performed by several groups. A high degree of accuracy in forecasting needs and in considering all aspects of the request to ensure that all Units involved have been contacted is required. A thorough knowledge of what data is needed and how that data should be presented is necessary.

2. Consequence of Error:

Improper planning or scheduling could result in inadequate manpower needs to meet the annual demands on the Unit. This could result in project delays or schedule changes which might affect eventual "Let" dates, resulting in not meeting schedules proposed by the NC Board of Transportation or loss to the Department of federal funds for project completion. Poor review of requests could result in costly and unnecessary work, or delays in projects. Poor review of project data could result in the need for survey crews to return to a project after work has been completed, due to the requesting agent's need for uncollected information. This could also delay project development, with same results as above.

3. Instructions Provided to Employee:

Position requirements include sufficient experience and knowledge to enable the employee to perform the duties of this position. Goals are defined and procedural guidelines are established. Deadlines are established when applicable. It is usually up to the employee to ensure completion of tasks in a timely and accurate manner, and to determine the best method to resolve issues, provide and present data, or prepare for the assigned task. Instructions may be either oral or written and may be general or specific in nature, according to the scope of work.

4. Guides, Regulations, Policies and References Used by Employee:

NCDOT Highway Design Manual; AASHTO Geometric Design Policy; CADD and other computer references and manuals; General Statutes of North Carolina as related to Highways; NCDOT Personnel Manual; NCDOT Field Fiscal Procedures Manual; NCDOT Workplace Safety Manual; NCDOT and FHWA Manuals on Uniform Traffic Control Devices (MUTCD); Legal Principles of Boundary Surveying and other legal texts on surveying; various engineering and surveying texts including cadastral, geodesy, and route location; general practices, principles, procedures, and ethics of professional engineering and surveying as described by the NC State Board of Registration for PE and RLS; dictionary.

5. Supervision Received by Employee:

Once initial training has been completed, this is an independent position, supervised by a Transportation Engineering Supervisor I. Very little daily instruction or supervision is provided on 90% of the duties of the position. Problem areas are either resolved at this level or passed up to the supervisor for involvement or resolution. Tasks and duties may be reviewed during and after completion, but due to the independent operation of this position, specific activities that lead to task accomplishment are not reviewed. Personnel matters are reviewed with immediate supervisor as needed.

6. Variety and Purpose of Personal Contacts:

This position requires personal contact with Unit Locating Engineers and Area Locating Engineers for the purpose of determining project status, scheduling needs, coordination of work between groups and/or areas, and review of project data. It requires contact with engineers and technicians in other Units, Branches, and Divisions, including Branch Managers and Division Engineers, in coordinating and scheduling work; contact with engineers, technicians, and others outside of the Department in providing or requesting additional project data that may not be obtained through usual route location means.

7. Physical Effort:

Physical effort involves mostly office work. There may be some outside work due to special assignments. Outside work may involve any type of weather or geographic conditions, at any time of day. Some physical labor such as traversing rough terrain, chopping brush, or carrying heavy or cumbersome equipment may be requested at times. Travel to different areas of the state may be required for some tasks.

8. Work Environment and Conditions:

90% of work is done inside, in controlled office environment, in good conditions. 10% may be outside, in any type of weather including heat, cold, or rain. Exposure to animals, snakes, insects, etc. can be expected in outside environment.

9. Machines, Tools, Instruments, Equipment and Materials Used:

Computers; CADD workstations; hand-held calculators; triangles, scales, and other hand-drafting or measuring equipment; manuals; large photographs and plan sheets; telephone. Occasional use of survey equipment such as plumb bobs, electronic theodolites, GPS receivers, tripods, bush axes, and others may be required. Operation of motor vehicles may be required during travel or in performance of special duties.

10. Visual Attention, Mental Concentration and Manipulative Skills:

Computer/calculator operation, writing memos, compiling reports require keypunch and writing abilities. Mental concentration is required to plan, coordinate, maintain schedules, review data, solve engineering problems, and work with others in problem-solving (85% -90% of the duties). Visual attention is required in checking data and project evaluation.

11. Safety for Others:

This position has to be aware of the safety for field personnel in gathering data and completing requested assignments. This position has to ensure that any requested information can be obtained safely, without endangering the lives of NCDOT personnel or others doing the work, as well as members of the public who may be involved in the operations, either through vehicular travel or close proximity to the project activity.

12. Dynamics of Work:

Project schedules are constantly changing, requiring constant review of preliminary and actual yearly schedules. Engineering and design standards are often revised. Methods, procedures, and equipment for collecting route location survey data, including survey equipment and computer hardware and software, are always being revised or upgraded. These changes require a continuous upgrading and maintenance of knowledge of the engineering and surveying professions.

III. KNOWLEDGES, SKILLS & ABILITIES AND TRAINING & EXPERIENCE REQUIREMENTS:

A. Knowledges, Skills and Abilities:

Working knowledge of principles and practices of Civil Engineering and Route Location Surveying. Knowledge of different phases of highway design and different duties of different Units, Branches, and Divisions of NCDOT. Skill in the operation of computer hardware and software, including CADD. Ability to understand and explain preliminary and design mapping, construction and Right Of Way plans, and legal documents. Communicate effectively in both oral and written media.

B. 1. Required Minimum Training:

Graduation from a four year college or university with a Bachelor of Science in Civil Engineering, and one and one-half years of progressive Transportation Engineering experience; or graduation with a Bachelor of Science in Engineering Technology with two and one-half years of progressive transportation experience: or an equivalent combination of education and experience.

2. Additional Training/Experience:

Additional training as needed will be supplied by supervisor and Location & Surveys Unit or NCDOT Training Personnel.

3. Equivalent Training and Experience:

In lieu of a BSCE, two years of directly related Transportation Engineering experience at the TTS I level or above is equivalent to one year of education. In lieu of a civil engineering degree (BS or AS), successful completion of the ITRE Highway Engineering Concepts Course will be required.

C. License or Certification Required by Statute or Regulation:

NC Driver's License is required.

Professional Engineer or Engineer-In-Training Certificate preferred.

IV. CERTIFICATION: Signatures indicate agreement with all information provided, including designation of essential functions.

Supervisor's Certification: I certify that (a) I am the Immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature _____ Title: _____ Date: _____

Employee's Certification: I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature _____ Title: _____ Date: _____

Section or Division Manager's Certification: I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature _____ Title: _____ Date: _____

Department Head or Authorized Representative's Certification: I certify that this is an authorized, official position description of the subject position.

Signature _____ Title: _____ Date: _____